Lay
Lowo
Dickey
Bohlen
Klotz
Lizak
7-G-07
File

FOR OFFICIAL USE ONLY

IHC-D-111/1.9/14
30 March 1970

U N I T E D   S T A T E S   I N T E L L I G E N C E   B O A R D

INTELLIGENCE INFORMATION HANDLING COMMITTEE

MEMORANDUM FOR: Distribution List

SUBJECT: Request for Evaluation of the USIB File and
                   Program Catalog System (FPCS)

   1. As a participant in the USIB and DIA File and Program
Catalog System (FPCS), you are requested to evaluate the System.
Please complete the attached USIB FPCS Evaluation Form and
return it to the USIB IHC Support Staff by 13 May 1970. A DIA
representative working with the IHC Support Staff will analyze
and evaluate the comments submitted by DoD organizations. The
IHC Support Staff will consolidate the evaluations into a report
to be submitted by the IHC to USIB with appropriate recommenda-
tions.

   2. Background. The USIB File and Program Catalog System
(FPCS) was established in 1966 to facilitate the exchange of
files, programs and intelligence information among members of
the intelligence community. Since the DIA FPCS, which was then
about to be implemented, was designed to provide (among other
things) all the elements of information necessary for the USIB
FPCS, DIA was requested to operate their system for the whole
community. The Reporting Manual for the USIB FPCS is substan-
tially a revised and annotated version of the manual for the
DIA FPCS. The chief difference between the two manuals is that,
although the data elements listed in each are identical, the
USIB manual makes some of them optional rather than mandatory.

   3. When the USIB FPCS was initiated, it was recognized
that evaluation of the system would be required and the task
was assigned to the Committee on Documentation (CODIB) Support
Staff. This task was among those inherited by the Intelligence
Information Handling Committee (IHC) Support Staff when the
IHC was created in April 1968.

   4. To support recommendations for modification of the
FPCS to enhance its effectiveness, an evaluation of the

FOR OFFICIAL USE ONLY

FOR OFFICIAL USE ONLY

- 2 -

system must be based on valid data on its current status, its costs to the community, the benefits it provides and its prospects for future usefulness. The attached form is intended to facilitate evaluation of the FPCS by those who participate in the system.

25

Chairman

Attachments:

A.Distribution List
B.Evaluation Form

FOR OFFICIAL USE ONLY

FOR OFFICIAL USE ONLY

DISTRIBUTION LIST

CIA (O/PPB)	14
DIA	131
DIRNSA (L-214)	5
STATE (ATTN: O/SNS)	1
Department of the Army (ACSI)	1
Department of the Navy (NAVINTCOM (OP920R))	1
Department of the Air Force (AFNIN)	1
FBI (Mr. Earl W. McCoy)	1
AEC (Mr. Kirby A. Gean)	1

FOR OFFICIAL USE ONLY

ATTACHMENT B
IHC-D-111/1.9/14

UNITED STATES INTELLIGENCE BOARD

FILE AND PROGRAM CATALOG SYSTEM

Table of Contents

INTRODUCTION

1. This form should be completed and returned to the following address by 13 May 1970:

> IHC Support Staff
> Room 4E24
> CIA Headquarters
> Washington, D. C. 20505

2. The current documents for the USIB FPCS are as follows:

(a) USIB File and Program Catalog System Reporting Manual, CODIB-D-111/1.9/9, December 1966 [1]

(b) SECRET USIB/IHC Publications dated 1 November 1969.

Publication	DIA Control No.
1. ADP File Catalog	S-19840/MS-6
2. ADP File Catalog Indexes	S-19841/MS-6
3. ADP Program Catalog	S-19842/MS-6
4. ADP Program Catalog Indexes	S-19843/MS-6

(c) TOP SECRET/SI USIB/IHC Publications dated 1 May 1969 [2]

Publication	DIA Control No.
1. ADP File Catalog	04304
2. ADP Program Catalog	04306

---

[1] DIA/DoD organizations may use DIAM 65-8-1. The ADP File and Program Catalog System (FPCS).

[2] Update pages for these publications dated 1 November 1969 were forwarded under DIA letter of Transmittal No. TS-SI-8990/MS-6, dated 17 February 1970.

FOR OFFICIAL USE ONLY

- 2 -

      3. It is desirable, if possible, to complete the form
at the level of For Official Use Only. If, however, classified
information is required to provide a comprehensive response, the
Form may be classified and transmitted to the IHC Support Staff
through appropriate channels. If additional space is required
to respond to any item in the Form, use a continuation sheet
and indicate the Items continued, e.g., I.A.2.a., II.B., etc.
Separate entries in the Form for the SECRET and TOP SECRET
Catalogs are necessary only where the evaluation of each is
different. Otherwise, a single evaluation will be taken to
apply to both.

FOR OFFICIAL USE ONLY

FOR OFFICIAL USE ONLY

- 3 -

Items for Evaluation

I. Catalog Evaluation

   A. File Catalog

      1. File Descriptions Submitted

         (a) Give the total number of files for which you
              have submitted File Descriptions since the
              FPCS was started. _____

         (b) Of that number how many have you deleted from
              the Catalog? _____

         (c) How many File Descriptions have you updated
              for each of the following issues of the
              Catalog?

                        November 1968 _____
                        May 1969   _____
                        November 1969 _____

         (d) How many additional File Descriptions do you
              expect to submit during the next three
              years? _____

         (e) How many do you expect to delete in the next
              three years? _____

      2. Requests

         (a) What requests for file documentation have you
              initiated as a result of listings in the
              File Catalog? (List as in the following
              example).

              File Originator   File Indent.   Date Requested

                  WØKPAA   DBRF   13 August 1968

FOR OFFICIAL USE ONLY

FOR OFFICIAL USE ONLY

- 4 -

(b) What requests for files or extracts from files (data, as contrasted to file descriptions in (a), above) have you initiated as a result of listings in the File Catalog? (List requests for files and requests for extracts separately using the following format:)

File Originator	File Ident.	Date Requested
HØ3ØØØ	AIF	14 December 1969

(c) How many requests do you expect to initiate during the next three years? _____

3. Usefulness of File Catalog

(a) Rate the usefulness of the File Catalog according to the following scale: _____

Most Beneficial   (1)
Very Useful   (2)
Useful   (3)
Marginally Useful (4)
Not Useful   (5)

(b) Explain your rating.

(c) Should the file catalog be continued in its present form? Yes _____ No _____ (Check one) Comments?

FOR OFFICIAL USE ONLY

FOR OFFICIAL USE ONLY

- 5 -

B. <u>Program Catalog</u>

    1. Program Descriptions Submitted

        (a) Give the total number of programs for which you have submitted Program Descriptions since the FPCS was started. _____

        (b) Of that number how many have you deleted from the Catalog? _____

        (c) How many Program Descriptions have you updated for the following issues of the Catalog?

                November 1968 _____
                May 1969 _____
                November 1969 _____

        (d) How many additional program descriptions do you expect to submit during the next three years? _____

        (e) How many do you expect to delete in the next three years? _____

    2. Programs Requested

        (a) What requests for programs have you initiated as a result of listings in the catalog? (List originator, program identifier, and date for each request as shown below.)

Program Originator	Program Ident.	Date Requested
HØ3ØØØ	AAØ1Ø2	26 February 1969

        (b) How many requests for programs do you expect to initiate during the next three years? _____

FOR OFFICIAL USE ONLY

3. Usefulness of Program Catalog

   (a) Please rate usefulness of Program Catalog on
       the following scale: _____

       Most Beneficial   (1)
       Very Useful   (2)
       Useful   (3)
       Marginally Useful (4)
       Not Useful   (5)

   (b) Explain your rating.

   (c) Should the program catalog be continued in
       its present form? Yes _____ No _____ (Check one)
       Comments?

FOR OFFICIAL USE ONLY

- 7 -

II. Index Evaluation

A. Usefulness

Please rate each index for its usefulness according to the following scale:

                Scale: Always Useful   (1)
                        Often Useful   (2)
                        Sometimes Useful   (3)
                        Seldom Useful   (4)
                        Never Useful   (5)

File Catalog Indexes

        KWIC Index _____
        IAC Index   _____
        ISC Index   _____
        Program
            Catalog Index _____

B. Suggestions for better indexing.

Please suggest what indexes other than the existing ones would facilitate your use of the file and program catalogs.

FOR OFFICIAL USE ONLY

FOR OFFICIAL USE ONLY

- 8 -

III. **USIB FPCS Manual Evaluation**

    A. Which manual do you use? (Check one).

        1. CODIB-D-111/1.9/9 USIB File and Program Catalog
           System _____

        2. DIAM 65-8-1 The ADP File and Program Catalog
           System _____

    B. Have you had any difficulties in following the
        instructions contained in the Manual? (If so,
        please describe them).

    C. **Card Data Content**

        In Chapter II of each of the two manuals, under the
        heading <u>Card Data Content</u>, the data items to be used
        in File and Program Descriptions are listed. Although
        the lists of items are the same in both manuals, manda-
        tory items are flagged with an asterisk (*) in the USIB
        Manual and unflagged items are optional. All items are
        mandatory for DIA/DoD organizations. In the questions
        below you will be asked to suggest which mandatory items
        should be made optional (and vice versa for those using
        the USIB Manual), whether any elements should be eliminated
        and what additional elements would be useful. Data items
        may be referred to by the reference line they occupy
        under <u>Card Data Content</u> in Chapter II of the manuals,
        thus "a.(1)" stands for "Report Originator", "b.(3)(h)"
        represents "File Update Cycle", "d.(2)(e)" means "Program
        Size", etc. The name of the data item (Report Originator,
        etc.,) is also acceptable.

FOR OFFICIAL USE ONLY

1. File Description

    (a) Which data items, if any, should be changed
         from mandatory to optional?

    (b) Which data items should be changed from
         optional to mandatory?

    (c) Which data items should be eliminated?

FOR OFFICIAL USE ONLY

- 10 -

(d) What additional data items would be useful
in describing a file? (Indicate whether
mandatory or optional).

2. Program Descriptions

(a) Which data items, if any, should be changed
from mandatory to optional?

(b) Which data items should be changed from
optional to mandatory?

(c) Which data items should be eliminated?

(d) What additional data items would be useful
in describing a program? (Indicate whether
mandatory or optional):

FOR OFFICIAL USE ONLY

IV. <u>Cost Evaluation</u>

In section A and B, below, you will be asked to provide
data concerning expenditures and/or savings which may be
attributed to <u>use</u> and maintenance of the FPCS. As much
as possible the data should be quantified in units such
as man-hours, man-years, hours of computer time, etc.
These should be categorized as to whether the quantity
represents clerical, professional, analyst or programmer
effort or time on a specific type of computer, e.g.,

> 10 man-hours (clerical)
> 1 man-year (programmers)
> 40 hours (IBM 1401)

A. <u>File Catalog</u>

1. Please estimate manpower, machine time and other
resources you expended in preparing and updating
file descriptions for each year 1967 through 1969.

2. Please estimate savings in resources achieved through
the use of the File Catalog each year 1967 through 1969.

FOR OFFICIAL USE ONLY

- 12 -

B. Program Catalog

 1. Please estimate manpower, machine time and other
     resources expended in preparing and updating
     program descriptions for each year 1967 through
     1969.

 2. Please estimate savings in resources achieved
     through the use of the Program Catalog in each
     year 1967 through 1969.

FOR OFFICIAL USE ONLY

FOR OFFICIAL USE ONLY

- 13 -

V. <u>Remarks</u>

(Additional comments concerning the catalogs, the indexes, the FPCS Manual or any other aspect of the system may be provided here).

FOR OFFICIAL USE ONLY